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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

FIELD MEMORANDUM SCS #1149

RE: Publication of Technical
Studies

DATE: June 18, 1952

TO ALL RANKING FIELD OFFICERS:

Results of some technical studies conducted by the Service apply over much wider areas than the state or Region in which the studies are carried out. They may have nation-wide application. To obtain the greatest good from our efforts, as well as to gain recognition for work done by the Service, studies having widespread application should be reported in bulletins, circulars or other publications that can receive adequate distribution.

Results of technical studies may be disseminated locally and regionally through whatever media are available, subject to established manuscript clearance procedures. But there have been instances where good work of wide application was reported only in technical publications of one kind or another printed and issued by the Region or by a state agency cooperating with the Service. Such a procedure usually cuts off much of the distribution to individuals, libraries, other agencies and organizations that would be given through a USDA publication. (On such publications, established cooperative clearance procedures with state or other agencies will continue to be observed.)

Furthermore, if the material must later be re-edited and re-printed for USDA publication, duplication of cost and effort results.

Service policy, therefore, will be to clear with the Washington office all manuscripts covering results of technical studies to be published locally or regionally by the originating office. Manuscripts will be submitted through usual channels, in original and three copies, to the Washington Information Division which will have them reviewed by the proper technical division or the Publications Committee, or both. If it is determined that the material is not appropriate for national publication by the Department or the Service, the originating office will be notified and instructed to proceed with whatever regional or state publication opportunities may be available. If national publication is desirable and feasible, the Washington Information Division will attend to the necessary editorial and printing details and see that it is published as soon as possible in appropriate form.

This policy will not affect the use of such material in news releases, in popular magazines or in technical journals. In such cases, established clearance procedures apply. It does not apply to manuscripts duplicated in preliminary form for the purpose of checking with other authorities.

Neither does this policy pertain to the printing of popular publications intended for the general farm or urban public, although there may be instances where they too would serve a larger purpose if published nationally. The Washington office will consider all such proposals and will handle as many as are appropriate within the limits of currently available funds and man-power.

Robert M. Salter

Chief

